# **Description**

All information required for ordering Loop Service is provided for in the various fields contained within the LS Form. The Service Details section provided entries for the specifications of ordering options.

The local service ordering guidelines incorporate the following requirements for the population of form entries.

- Required is defined as the field must be populated.
- Optional is defined as the field may or may not be populated.
- Prohibited is defined as the field must not be populated.
- Conditional is defined as the field is dependent upon the relationship to another entry as specified in the usage statement and is dependent upon the presence, absence or combination of other data entries.

#### LS Form Entries

Exhibit 1 in this section depicts a LS Form with each of the entry fields numbered. These numbers correspond to field definitions beginning on the following page. At the end of this section is an alphabetic listing of the LS Form fields cross referenced to the field numbers depicted in Exhibit 1.

This form is prepared by the CLEC and is submitted to the LCSC for the ordering of local service.

# **Administrative Section**

1.	PON - Purchase Order Number
	Identifies the customer's unique purchase order or requisition number that authorizes the issuance of this request or supplement.
	USAGE: This field is required.
	DATA CHARACTERISTICS: 16 alpha/numeric characters
	EXAMPLE: 8 2 4 Z 9
2.	VER - Version Identification
	Identifies the customer's version number.
	Note 1: Any reissuance can use this entry to uniquely identify the form from any other version.
	USAGE: This field is optional.
	DATA CHARACTERISTICS: 2 alpha/numeric characters
	EXAMPLE: A
3.	LQTY - Loop Quantity
	Identifies the quantity of loops involved in this service request.
	USAGE: This field is required.
	DATA CHARACTERISTICS: 3 numeric characters
	EXAMPLE: 8
4.	PG of
	Identifies the page number and total number of pages contained in this transaction.
	USAGE: This field is required.
	DATA CHARACTERISTICS: 4 numeric characters
	EXAMPLE: PG 1 of 2

# **Service Details**

# 5. REF NUM - Reference Number

Identifies the first line or trunk as a unique number and each additional line or trunk segment as a unique number.

- Note 1: The REF NUM is customer assigned and is returned on the confirmation notice to the ordering customer.
- Note 2: Once REF NUM is generated it cannot be changed and is retained through completion of the request.
- Note 3: The values are to be assigned consecutively and must be unique throughout the request at the PON level.

USAGE: This field is required.

DATA CHARACTERISTICS: 4 numeric characters

EXAMPLES: 0 0 2 3

# 6. CKR - Customer Circuit Reference

Identifies the circuit number assigned by the customer.

Note 1: CKR is used by the customer as a cross reference to the provider circuit ID and in many cases to identify the customer's end-to-end service.

USAGE: This field is optional.

DATA CHARACTERISTICS: 36 alpha/numeric characters

EXA	4MF	LES	<b>S</b> :																			
L	0	0	0	2							L	1	$\perp$	$\bot$	$\perp$		$\perp$		$\perp$		$\perp$	
					<u> </u>	L					}											
			,			,	,	1		,					,						1	
2	9	3	3	2	1	8	1				1_		 			$\bot$		 		丄		 _]
		1	ł	l	1	1	1	1	1	1	1											

# Service Details (continued)

# 7. ECCKT - Exchange Company Circuit ID

Identifies a provider's circuit identification.

- Note 1: The format of the field is defined by the provider.
- Note 2: All components within the ID should be delimited by either virgules or periods.
- Note 3: The layout of the field may be defined by the COMMON LANGUAGE standards.
- Note 4: When a component of CLT, CLS and CLF is purposely omitted, the component should still be delimited and compressed to eliminate any spaces.
- Note 5: If all positions in a component of CLT, CLS and CLF are not populated, the component should be compressed to elimate any spaces.

#### VALID ENTRIES:

#### Telephone Number Format:

Prefix/Service Code and modifier/NPA/NXX/XXXX/ Terminal Number (if applicable).

This format may be up to 30 characters in length.

EX	AN	ΛP	T.F	S

	Α	2	1	S	В	F	S	1	2	0	1	1	9	8	1	1	3_	5	0	Q	1	$\perp$	$\perp$		1	1
												}														_
1	1	1	8	0	0	1	1	2	3	1	4	5	6	7	1	1	}	1	}		1	1	١	1	1	1
Ī																										

#### Serial Number Format:

Prefix/Service Code and modifier/Serial Number/ Suffix Code/AP Code/Segment Name (if applicable). This format may be up to 27 characters in length.

#### EXAMPLE:

1	Α	2	1	L_	В	F	S	1	0	3	2	7	1	9	1	0	0_	1	1	N	Y		

#### Facility ID Format:

Facility Designation/Facility Type/Office A Location/Office Z Location.

This format may be up to 36 characters in length.

#### EXAMPLE:

1	0	1	1	T	1	1	N	Y	C	M	N	Y	5	0	/	N	Υ.	C	М	N	Y	5	4	w
0	1																							

USAGE: This field is conditional.

Note 1: Required when the first position of the ACT field on the LSR Form is "C", "D", "M", "T"

or "R", otherwise optional.

DATA CHARACTERISTICS: 36 alpha/numeric characters

# Service Details (continued)

# 8. CFA - Connecting Facility Assignment

Identifies the provider carrier system and channel to be used. The Facility Identification consists of the following elements:

- 1. The Facility Designation which uniquely identifies a particular facility type between two terminal locations (variable length, 1-5 characters).
- 2. The Facility Type which is usually identified through the use of a code set found in the Bellcore Practice BR-795-450-100 (variable length, 1-6 characters).
- 3. The Channel/Pair number of the facility that is being used to provide the service (variable length, 1-5 characters).
- 4. The "A" Location, which is the location of the facility termination that has the lower alpha/numeric CLLI code.
- 5. The "Z" Location, which is the location of the facility termination that has the higher alpha/numeric CLLI code.
- 6. Virgules (/) are used as delimiters to separate the different elements of the CFA.

Note 1: All element entries of the Connecting Facility Assignment are left justified with no training spaces.

USAGE: This field is conditional.

Note 1: Required when utilizing Hi-Cap facilities and the customer has assignment control, otherwise optional.

DATA CHARACTERISTICS: 42 alpha/numeric characters.

EXA																				
1	0_	1	1	T	1	1	3	1	В	S	T	N	M	Α	G	Т	0	G	0	1
B	S	T	N	М	A	М	T	C	G	0										

### 9. System ID - System Identification

Identifies the customer's system to be used in a collocation arrangement.

USAGE: This field is conditional.

Note 1: Required when the customer has assignment control in a collocation arrangement, otherwise optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

EXAMPLE: A A | |

# Service Details (continued)

#### 10. CABLE ID - Cable Identification

Identifies the provider's central office cable to be connected to the customer's collocated equipment.

USAGE: This field is conditional.

Note 1: Required when the customer has assignment control in a collocation arrangement, otherwise optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

EXAMPLE: X X X 0 1

#### 11. SHELF

Identifies the number assigned to the customer's shelf to be used in a collocation arrangement..

USAGE: This field is conditional.

Note 1: Required when the customer has assignment control in a collocation arrangement, otherwise optional.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLE: 2 0 | |

#### 12. SLOT

Identifies the customer's specific connection slot to be used in a collocation arrangement.

USAGE: This field is conditional.

Note 1: Required when the customer has assignment control in a collocation arrangement,

otherwise optional.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLE: 0 7 | |

# Service Details (continued)

#### 13. RELAY RACK

A code that identifies the customer's bay/cabinet in a collocation arrangement and may also include the floor and aisle where the specific piece of equipment is located.

USAGE: This field is conditional.

Note 1: Required when the customer has assignment control in a collocation arrangement, otherwise optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters

EXAMPLE: 1 0 0 0 5 2 - 0 3

#### 14. CHAN/PAIR - Channel/Pair

Identifies the specific channel or pair within the provider's cable to be used for connection.

USAGE: This field is conditional.

Note 1: Required when the provider has assignment control in a collocation arrangement, otherwise optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

EXAMPLE: 2 4

#### 15. JK CODE - Jack Code

Indicates the standard code for the particular registered or non-registered jack used to terminate the service.

Note 1: Familiarization with the FCC's registration rules is requisite for all parties involved for the determination of the proper jack code for a given registered service. Registered jacks used

to terminate category 1 and 3 services begin with the designation "RJ".

USAGE: This field is conditional.

Note 1: Required when the JR field is populate, otherwise prohibited.

DATA CHARACTERISTICS: 5 alpha/numeric characters

EXAMPLE: |R|JJ2|1|X|

# Service Details (continued)

#### 16. JK NUM - Jack number

Identifies the number of the jack used on end user connections.

Note 1: When the jack identification is unknown, enter 99 in this field.

USAGE: This field is conditional.

Note 1: Required when the JK CODE field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 2 alpha/numeric characters.

EXAMPLE: B 2

#### 17. JK POS - Jack Position

Identifies the position in the jack that a particular service will occupy.

Note 1: When jack position is unknown, enter 99 in this field to specify next available position.

USAGE: This field is conditional.

Note 1: Required when the JK CODE field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 2 numeric characters.

EXAMPLE: 9 9

# 18. JR - Jack Request

Indicates a request for a new jack.

**VALID ENTRIES:** 

Y = Yes

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character.

EXAMPLE: Y

#### Service Details (continued)

#### 19. NIDR - Network Interface Device

Indicates a request for a new network interface device (NID).

**VALID ENTRIES:** 

Y = Yes

USAGE: This field is conditional.

Note 1: Optional when the CN TYP field is "B" or "F", otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: Y

#### 20. IWJK - Inside Wire Jack Code

Indicates the standard code for the type of jack requested for inside wiring.

Note 1: Familiarization with the FCC's registration rules is requisite for all parties involved for the determination of the proper jack code for a given register service. Registered jacks used to terminate category 1 and 3 services begin with the designation "RJ".

Note 2: When multiple lines are terminating in one multi-line jack, the IWJK and IWJQ fields should only be populated for the first line. Jacks may be ordered on a line by line basis.

USAGE: This field is conditional.

Note 1: Required when the IWJQ field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 5 alpha/numeric characters

EXAMPLE: R J 1 1 C

# Service Details (continued)

# 21. IWJQ - Inside Wire Jack Quantity

Indicates the number of jacks requested for inside wiring.

Note 1: When multiple lines are terminating in one multi-line jack, the IWJK and IWJQ fields should only be populated for the first line. Jacks may be ordered on a line by line basis.

**VALID ENTRIES:** 

01-99

USAGE: This field is conditional.

Note 1: Required when the IWJK field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 2 numeric characters.

EXAMPLE: 0 1

# 22. DISC # - Disconnect Telephone Number

Identifies the end user telephone number to be disconnected.

Note 1: An entry in this field requests the disconnection of the telephone number of the associated

bundled service.

USAGE: This field is optional.

DATA CHARACTERISTICS: 12 numeric characters (including 2 preprinted hyphens)

EXAMPLE: 2 0 1 - 6 9 9 - 1 2 3 4

# Service Details (continued)

#### 23. TER - Terminal Number

Identifies a non-lead line in a multi-line hunt group.

Note 1: This entry may represent the maintenance number assigned to a member of a multi-line

hunt group.

USAGE: This field is optional.

DATA CHARACTERISTICS: 8 alpha/numeric characters

# 24. TC OPT - Transfer of Call Options

Identifies the type of transfer of call option the end user has requested.

**VALID ENTRIES:** 

C = Custom Code Identifier

TCS

N = None

S = Standard

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLES: S |

# 25. TC TO - Transfer of Calls To

Identifies the telephone number to which calls are to be referred.

USAGE: This field is conditional.

Note 1: Required when the TC OPT field is not "N" otherwise optional.

DATA CHARACTERISTICS: 12 numeric characters (indluding 2 preprinted hyphens)

EXAMPLE: | 2 | 0 | 1 | - | 6 | 9 | 9 | - | 1 | 2 | 3 | 4 |

# Service Details (continued)

#### 26. TC PER - Transfer of Calls Period

Indicates the requested date that the transfer of calls, specified in the TC TO field, is to be removed and the standard recorded announcement is to be provided.

Note 1: When the standard period of transfer (provided by the provider) is acceptable, the field is to be left blank.

#### **VALID ENTRIES:**

U. S. Standard	Metric Format
Two Digit Month (01-12)	Two Digit Century (00-99)
Two Digit Day (01-31)	Two Digit Year (00-99)
Two Digit Century (00-99)	Two Digit Month (01-12)
Two Digit Year (00-99)	Two Digit Day (01-31)

Note 1: Metric date format may be used based on provider/customer negotiations.

USAGE: This field is conditional.

Note 1: Optional when the TC TO field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 10 alpha/numberic characters (including 2 hyphens)

EXAMPLES: 0 8 - 1 0 - 1 9 9 6 | 1 9 9 7 - 0 8 - 1 0

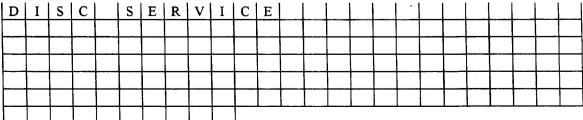
# 27. REMARKS

Identifies a free flowing field which can be used to expand upon and clarify other data on this form.

USAGE: This field is optional.

DATA CHARACTERISTICS: 160 alpha/numeric characters

#### EXAMPLE:



# ALPHABETIC/NUMERIC CROSS REFERENCE GLOSSARY LOOP SERVICE FORM

The following table is an alpha numeric cross-reference glossary of the LS Form fields.

Field Abbreviation	Field #	Field Name
CABLE ID	10	Cable Identification
CFA	8	Connecting Facility Assignment
CHAN/PAIR	14	Channel/Pair
CKR	6	Customer Circuit Reference
DISC #	22	Disconnect Telephone Number
ECCKT	7	Exchange Company Circuit ID
IWJK	20	Inside Wire Jack Code
IWJQ	21	Inside Wire Jack Quantity
JK CODE	15	Jack Code
JK NUM	16	Jack Number
JK POS	17	Jack Position
JR	18	Jack Request
LQTY	3	Loop Quantity
NIDR	19	NID Request
PG OF	4	Page of
PON	1	Purchase Order Number
REF NUM	5	Reference Number
RELAY RACK	13	Relay Rack
REMARKS	27	Remarks
SHELF	11	Shelf
SLOT	12	Slot
SYSTEM ID	9	System Identification
TC OPT	24	Transfer of Call Options
TC PER	26	Transfer of Call Period
TC TO	25	Transfer of Call To
TER	23	Terminal Number
VER	2	Version Identification

.

# INTERIM NUMBER PORTABILITY FORM

# **Description**

All information required for ordering Interim Number Portability is provided for in the various fields contained within the INP Form. The Service Details section provided entries for the specifications of ordering options.

The local service ordering guidelines incorporate the following requirements for the population of form entries.

- Required is defined as the field must be populated.
- Optional is defined as the field may or may not be populated.
- Prohibited is defined as the field must not be populated.
- Conditional is defined as the field is dependent upon the relationship to another entry as specified in the usage statement and is dependent upon the presence, absence or combination of other data entries.

#### **INP Form Entries**

Exhibit 1 in this section depicts an INP Form with each of the entry fields numbered. These numbers correspond to field definitions beginning on the following page. At the end of this section is an alphabetic listing of the INP Form fields cross referenced to the field numbers depicted in Exhibit 1.

This form is prepared by the CLEC and is submitted to the LCSC for the ordering of local service.

# INTERIM NUMBER PORTABILITY FORM

<u>Adm</u>	inistrative Section
l.	PON - Purchase Order Number
	Identifies the customer's unique purchase order or requisition number that authorizes the issuance of this request or supplement.
	USAGE: This field is required.
	DATA CHARACTERISTICS: 16 alpha/numeric characters
	EXAMPLE: 8 2 4 Z 9
2.	VER - Version Identification
	Identifies the customer's version number.
	Note 1: Any reissuance can use this entry to uniquely identify the form from the original version
	USAGE: This field is optional.
	DATA CHARACTERISTICS: 2 alpha/numeric characters
	EXAMPLE: A
3.	NPQTY - Interim Number Portability Quantity
	Identifies the quantity of ported numbers involved in this service request.
	USAGE: This field is conditional.
	DATA CHARACTERISTICS: 3 numeric characters
	EXAMPLE:   8

Administrative Section (continued)

Interim	Number	<b>Portability</b>	Form
шиегии	14 mm Det	rortability	rvim

4.	PG of
	Identifies the page number and total number of pages contained in this request.
	USAGE: This field is required.
	DATA CHARACTERISTICS: 4 numeric characters
	EXAMPLE: PG   1   OF   2

# **Service Details**

#### 5. REF NUM - Reference Number

Identifies the first line or trunk as a unique number and each additional line or trunk segment as a unique number.

- Note 1: The REF NUM is customer assigned and is returned on the confirmation notice to the ordering customer.
- Note 2: Once REF NUM is generated it cannot be changed and is retained through completion of the request.
- Note 3: The values are to be assigned consecutively and must be unique throughout the request at the PON level.

USAGE: This field is required.

DATA CHARACTERISTICS: 4 numeric characters

**EXAMPLE:** 0 0 2 3

#### 6. CKR - Customer Circuit Reference

Identifies the circuit number assigned by the customer.

Note 1: CKR is used by the customer as a cross reference to the provider circuit ID and in many cases to identify the customer's end-to-end service.

USAGE: This field is optional.

DATA CHARACTERISTICS: 36 alpha/numeric characters

#### **EXAMPLES:**

L	0	0	0	2									L	 L			
2	9	3	3	2	1	8	1	}	}	}	]	}	}	1	1	L	

### Service Details (continued)

# 7. ECCKT - Exchange Company Circuit ID

Identifies a provider's circuit identification.

- Note 1: The format of the field is defined by the provider.
- Note 2: All components within the ID should be delimited by either virgules or periods.
- Note 3: The layout of the field may be defined by the COMMON LANGUAGE standards.
- Note 4: When a component of CLT, CLS and CLF is purposely omitted, the component should still be delimited and compressed to eliminate any spaces.
- Note 5: If all positions in a component of CLT, CLS and CLF are not populated, the component should be compressed to elimate any spaces.

#### **VALID ENTRIES:**

#### Telephone Number Format:

Prefix/Service Code and modifier/NPA/NXX/XXXX/ Terminal Number (if applicable). This format may be up to 30 characters in length.

EX	Δ٨	M	FC

1	Α	2	/	S	В	F	S	1	2	0	1	1	9	8	1	1	3	5		0	L	1	丄	$\perp$	1	
-													-													
	/	1	8	0	0	1	1	2	3	1	4	5	6	7			1	1			1_	1	1		1	
							· · · · ·	I																		_

# Serial Number Format:

Prefix/Service Code and modifier/Serial Number/ Suffix Code/AP Code/Segment Name (if applicable). This format may be up to 27 characters in length.

#### EXAMPLE:

A	2	1	L	В	F	S	1	0	3	2	7	1	9	1	0	0	1	1	N	Y	1	 1	

# Facility ID Format:

Facility Designation/Facility Type/Office A Location/Office Z Location. This format may be up to 36 characters in length.

#### EXAMPLE:

	1	0	1	1	T	1	1	N	Y	C	M	N	Y	5	0	/	N	Y	C	M	N	Y	5	4	W
ſ	0	1																							

USAGE: This field is conditional.

Note 1: Required when the ACT field on the LSR Form is "C", "D", "M", "T" or "R", otherwise optional.

DATA CHARACTERISTICS: 36 alpha/numeric characters

# Service Details (continued)

#### 8. **PORTED # - Ported Telephone Number**

Identifies the telephone number to be retained.

USAGE: This field is required.

DATA CHARACTERISTICS: 12 numeric characters (including 2 preprinted hyphens)

EXAMPLE: | 9 | 0 | 8 | - | 6 | 9 | 9 | - | 7 | 0 | 0 | 0 |

#### 9. TNP - Total Number of Paths

Identifies the total number of talk paths, including the initial path, associated with the ported number.

VALID ENTRIES:

001 - 999

USAGE: This field is conditional.

Note 1: Required when the ACT field on the LSR Form is "N" or "V", otherwise optional.

DATA CHARACTERISTICS: 3 numeric characters

**EXAMPLE**: 0 0 1

#### 10. CFTN - Call Forward To Number

Identifies the telephone number to which calls will be directed.

USAGE: This field is conditional.

Note 1: Required when the INPT field is "B", otherwise optional.

DATA CHARACTERISTICS: 12 numeric characters (including 2 preprinted hyphens)

EXAMPLE: 6 0 9 - 5 5 5 - 1 5 5 5

# Service Details (continued)

# 11. INPT - Interim Number Portability Type

Identifies the type of interim number portability for this request.

**VALID ENTRIES:** 

A = DID

B = RCF

C = Route Index

USAGE: This field is conditional.

Note 1: Required when the ACT field on the LSR Form is "N" or "V", otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: | A |

#### 12. RTI - Route Index

Identifies the routing index to be used by the provider's switching equipment to forward/port the provider's telephone number to the customer's non-RCF trunk group.

USAGE: This field is optional.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLE: 2 1 5 | |

#### 13. INPTG - Interim Number Portability Trunk Group

Identifies the the two six code (TSC) of a dedicated trunk group, from the porting switch to the customer's point of interface (POI), used to complete INP calls.

USAGE: This field is optional.

DATA CHARACTERISTICS: 8 alpha/numeric characters

EXAMPLE: | A | K | 1 | 2 | 3 | 4 | 5 | 6 |

# Service Details (continued)

#### 14. TBE - Toll Billing Exception

Identifies a request for installation/removal of toll billing exception on a telephone number.

#### **VALID ENTRIES:**

A = Deny collect and third number

B = Deny third number

C = Deny collect call

R = Remove all screening

S = Same, no change

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: A

#### 15. FPI - Freeze PIC Indicator

Identifies the customer's requested freeze option for the LPIC.

**VALID ENTRIES:** 

Α Freeze Intra

Remove Intra Freeze

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: A